

Steps to Employment



Today's Date: July 27, 2005

Cancel

Start date: June 14, 2005

The results of my assessment are:

| Interests: | Work Values: | Skills: |
|-----------------|--------------------|---------------------|
| 1. conventional | 1. recognition | 1. speaking |
| 2. artistic | 2. work conditions | 2. active listening |
| 3. social | 3. achievement | 3. active learning |

Work history and other skills I have:

I have just completed the Customized Job Skills Training Program in Office Careers. I also successfully completed an internship with Group Health Cooperative in medical administration. I have also worked for Employment Security. I can type at 63 WPM and 10-key 15,876 KSPH.

My current education level is: 1-2 Years Post-Secondary Vocational Training

| These are the jobs I can do in my local area: | Employers pay the following wages for the jobs I can do in my local area: | These employers hire workers with my skills: |
|-----------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------|
| Medical Secretary | \$11.57 | Group Health Cooperative, St. Peters Hospital |
| General Office Clerk | \$9.75 | Bank of America, Evergreen State College |
| Receptionist | \$9.11 | Employment Security, Group Health Cooperative |

As a result of my Assessment, Work Experience, and Labor Market Information I have chosen the following as my:

1st choice of jobs I will be seeking: Administrative Assistant

2nd choice of jobs I will be seeking: Receptionist

I would like to get additional education or training: After I work a while first



My goal is to start work by: 07/15/2005



Comments:

Approved by:

Date: June 20, 2005